

GRANTS-IN-AID

D.C. Commission on the Arts & Humanities



APPLICATION GUIDELINES FOR ORGANIZATIONS FY 2007

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<http://dcarts.dc.gov>

Anthony Gittens
Executive Director



Government of the District
of Columbia
Anthony A. Williams, Mayor

Deadline

Wednesday, May 24, 2006, at 7:00 p.m.

All applications must be received at the Commission office by this time.

Grants-In-Aid to Organizations Program Workshops

Assistance in preparing applications is available through workshops held on:

- Wednesday, May 10, 2006
DC Commission on the Arts and Humanities, 12:00-1:30 PM
410 8th Street, NW, Fifth Floor, Washington, D.C.
- Wednesday, May 17, 2006
DC Commission on the Arts and Humanities, 6:00-7:30 PM
410 8th Street, NW, Fifth Floor, Washington, D.C.

The Commission strongly encourages that all 1st time applicants attend a workshop prior to submitting a proposal.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

About the Grants-in-Aid Program

The Grants-in-Aid Program for Organizations offers general operating support to arts organizations in the following areas: crafts, dance, interdisciplinary/performance art, literature, media, multidisciplinary, music, theater, and visual arts. The Grants-in-Aid Program offers arts organizations general operating support and financial assistance to help meet costs related to regular programming activities and administration. The matching fund requirements are designed to enhance an organization's development by leveraging additional support from other sources.

Number of Grants

The total number of grants an applicant may receive in the competitive funding categories of Grants-in-Aid, City Arts Projects and Arts Education Projects is limited to a total of TWO grants for FY2006. An applicant may receive grants in any combination among these grant programs.



Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Eligibility

Grants-in-Aid funding is available to arts organizations whose primary function is exhibition, presentation or training in the arts. Organizations must have Federal (IRS) and D.C. tax-exempt status (subject to DCRA verification) for one year prior to the application deadline and must have their principal place of business in the District of Columbia. Commission funds under this program may not be used for tuition or to fund colleges, universities, service organizations, D.C. Public Schools or government agencies. All applicants and/or grantees are subject to evaluation by the Commission as part of the grants review process. Note: Organizations that are eligible to receive funds from the National Capital Arts and Cultural Affairs Program in FY 2006 are not eligible for FY 2007 Grants-in-Aid program funding. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia. Incomplete applications will not be sent to panel for review.**

Grant Amounts/Notification

Organizations may request grants from \$3,000 to \$30,000. These funds must be matched dollar for dollar, e.g., an organization requesting \$30,000 must document \$60,000 in expenses. In-kind services may not be used to satisfy the matching requirement. All applicants will be notified of grant decisions in writing after November 15, 2006. **All grants are contingent upon the availability of funds.**

Grant Period

Grants awarded for FY 2007 must be spent between October 1, 2006 and September 30, 2007. A Final Report will be due by October 15, 2007. All former grantees are required to have submitted any outstanding Final Reports to be considered for funding.

Evaluation Criteria

The following areas will be used to evaluate the application submissions, artistic work samples and other support materials: Artistic Merit, Community Impact and Financial/Managerial Capability. Further details on the evaluation criteria can be found in the 2007 Guide to Grants Booklet, available on the Commission website.

Specific Submission requirements by discipline

To demonstrate artistic merit, applicants are required to submit work samples no more than two years old. Work samples must be labeled with applicant/artist name, title, and date of work. A self-addressed, stamped envelope must be provided for the return of work samples. For audio/video tapes, no more than 10 minutes will be reviewed.

- VISUAL ARTS AND CRAFTS: Up to 20 slides or digital images in slide show format of work from at least two exhibitions and 10 copies of a slide identification sheet.
- DANCE: Up to two videotapes of works.
- LITERATURE: Up to three representative samples.
- MEDIA: Up to two audio/video tapes with one or more completed works or works in progress, plus 10 copies of a one-page script treatment.
- MULTIDISCIPLINARY: One copy each of two or more types of work demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to those required of each discipline.
- MUSIC: No more than two different audio/video tapes of work.
- THEATER: 10 copies of up to four programs or playbills.

See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.

GIA
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GRANTS-IN-AID

Application form for **Organizations**

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **PLEASE TYPE..**
THIS IS PAGE ONE OF YOUR APPLICATION PACKET

APPLICATION DEADLINE:

May 24, 2006

7:00 p.m.

To complete the following required information, please refer to codes in the Guide to Grants (pages10-14):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____

Project Discipline: _____ Artist Type: _____ Type of Activity: _____
(use descriptor from pg. 12)

The Guide to Grants may be found online at <http://dcarts.dc.gov>

Organization's Legal Name: _____

DC Tax Exempt #
(REQUIRED) _____

Federal ID #
(REQUIRED) _____

Address #1:
(P.O. Box Not Accepted) _____

Address #2: _____

Washington, DC Zip Code: _____ **Organization Ward # :** _____

Organization Contact: _____

Contact

Telephone: _____ **Fax:** _____ **Email:** _____

Website/URL _____

Date	Date	2006	2006
Founded	Incorporated	Income	Expenses
_____	_____	_____	_____

Number of artists participating in 2005: _____

Number of individuals benefiting (inc. audience) _____

How were the figures of audience served determined? _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE GIA CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ DATE _____



Annual Budget Overview

2007

EXPENSE PROJECTION	PAST YEAR 2005	CURRENT YEAR 2006	GRANT YEAR 2007	PROJECTION 2008
PERSONNEL				
Administrative				
Artistic				
Technical Production				
OUTSIDE FEES AND SERVICES				
Artistic				
Other				
Space Rental				
TRAVEL				
MARKETING				
OPERATING EXPENSES				
Equipment				
Supplies				
Utilities				
Other				
CAPITAL EXPENDITURES				
Acquisitions (e.g., art)				
Other (e.g., property)				
TOTAL EXPENSES				

INCOME PROJECTION	PAST YEAR 2005	CURRENT YEAR 2006	GRANT YEAR 2007	PROJECTION 2008
REVENUE				
Admissions				
Contracted Services				
Other				
PRIVATE SUPPORT				
Corporate				
Foundation				
Other				
GOVERNMENT SUPPORT				
Federal				
Regional				
Local				
APPLICANT CASH				
GRANT AMOUNT REQUESTED			*	
TOTAL INCOME				

(*) Anticipated proceeds from this application should be included under Grant Amount Requested and not in this space.
 Note: Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

VISUAL ARTS AND CRAFTS: Individuals submit 10 slides or digital images in slide show format of at least five different works. Organizations submit 20 slides or digital images in slide show format of different works. Include 11 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.

- **DANCE:** Up to two videotapes of performances.
- **LITERATURE:** 11 copies of representative works (five works of poetry if applicable). If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 11 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two audio/video tapes. Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include videotape of contrasting monologues, 10 slides of productions with 11 copies of slide identification sheet, audio tape of sound design, or 11 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 11 copies of a play and a one-page synopsis. Organizations submit 11 copies of up to four representational programs or playbills.

See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples

Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: dcarts@dc.gov

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

GIA
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Application Checklist

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

For detailed instructions, see page 9-15 of the Guide to Grants

THIS IS PAGE TWO OF YOUR APPLICATION PACKET

All Applicants Include:
<input type="checkbox"/> Application Form (as pg. 1 of your application packet)
<input type="checkbox"/> This Checklist (as pg. 2 of your application packet)
<input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned.
<input type="checkbox"/> Narrative of up to two pages including: a) Mission statement for your organization. b) Brief history and description of current programs and activities. c) Examples of the organization's service to the community. Describe how your organization serves the broad population of the District, includes culturally diverse elements and indicate marketing strategies used to involve the broader community or new audiences. d) Indicate percentage of audience and/or participants that are DC residents.
<input type="checkbox"/> Describe organization's accessibility services and how programs are made accessible for participants with disabilities. Refer to page 15 of the Guide to Grants for more information. Use up to one page.
<input type="checkbox"/> Organization Accomplishments: FY '05 grantees should briefly list the accomplishments for the grant period. FY'06 grantees should also give a brief update on their current projects. Use up to one page. Provide supporting documentation as appropriate.
<input type="checkbox"/> Calendar of 2006 and 2007 activities. Up to one page.
<input type="checkbox"/> Annual Budgets for the years 2005-2008. Use the form on page 4.
<input type="checkbox"/> Annual Budgets Narrative explaining line items in the annual budgets, such as significant increases, decreases, deficits, etc. Up to one page.
<input type="checkbox"/> 2005 financial statement signed by your organization's accountant or fiscal officer. If the 2005 statement is not available, submit the 2004 statement.
<input type="checkbox"/> Professional résumés of artistic director and executive/managing director. Bios are not acceptable.
<input type="checkbox"/> Current reviews and/or promotional material. Include no more than six items.
<input type="checkbox"/> List of current board members and their occupations.
<input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)
ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET
<input type="checkbox"/> Work sample, as defined on page 6 and stamped envelope for return of work sample.
<input type="checkbox"/> Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.
<input type="checkbox"/> A self-addressed stamped envelope with proper postage for return of work sample.
<input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
<input type="checkbox"/> Optional Survey (see page 7 of the grant application)

Grantee Information

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
International: _____
Presenting/Touring: _____
Technology: _____
Youth at Risk: _____

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>